

UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 02-12	Effective Date: January 1, 2000	Page 1 of 1
SUBJECT: FAMILY MEMBERS AND PETS AT WORK		
RATIONALE: This policy is enacted in order to ensure the safety of family members; maintain confidentiality of clients and co-workers; promote a professional work atmosphere; reduce the liability of the Department; and provide uniform guidelines for employees regarding visiting family members, employee visitors, and bringing babies, children and/or pets to work.		

POLICY:

1. Employee family members and employee visitors, ***are not*** to be at DHS work sites when the employee is working, except for brief visits that do not interfere with the performance of assigned duties, responsibilities and delivery of services.
2. Pets are not allowed at DHS work sites.
3. This policy does not prohibit employees from participating in DHS Executive Director approved "Take Your Son/Daughter to Work Day," nor prohibit service animals for employees, clients or visitors, or pets/animals as a part of a Division Director approved program.
4. DHS divisions, institutions, and offices may develop more rigorous standards with respect to their facilities and programs.

Robin Arnold-Williams

DATE: 1-1-00

Robin Arnold-Williams, Executive Director
Department of Human Services